

Parents/Carers are expected to:	Northampton School for Girls is expected to:
<p>Fully understand their legal requirement to ensure that their child attends school and receives a full time education suitable to their age, aptitude and any special educational need.</p> <p>Ensure their child attends every day the school is open except when a statutory reason applies, such as school closure or approved absence by the school.</p> <p>Notify the school each morning no later than 9:30am when their child has to be unexpectedly absent (e.g. significant sickness).</p> <p>Inform the school of any wider medical concerns that may become a barrier to attendance in the present/future. This includes provided evidence of medical appointments/diagnosis if requested by the school</p> <p>Only request leave of absence in exceptional circumstances and do so in advance to the headteacher.</p> <p>Book any medical appointments around the school day where possible. Where this is not possible aim to return to school as soon as possible following the appointment if appropriate.</p> <p>Work with the school and local authority to help them understand their child's barriers to attendance if required.</p> <p>Following concerns being raised regarding their child's attendance proactively engage with the support offered to prevent the need for more formal support.</p> <p>Following continued concerns being raised regarding their child's attendance proactively engage with the formal support offered –including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Have a clear school attendance policy on the school website which all staff and parents/carers understand.</p> <p>Work closely with students to support their academic, social, emotional and mental well being.</p> <p>Proactively use data to identify students at risk of poor attendance.</p> <p>Promote a whole school culture promoting the benefits of good attendance.</p> <p>Have robust daily processes to follow up absence, including contacting parents/carers if no notification of absence has been received.</p> <p>Ensure that any support agreed inline with a student's SEND needs, including provisions outlined in student's EHCP, are accessed and established.</p> <p>Work with each identified student and their parents/carers to understand and address the reasons for absence with <u>reasonable adjustments</u>, including any in-school barriers. Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If concerns regarding absence persists, take an active part in the multi-agency effort with the local authority and other partners alongside parents/carers.</p> <p>Where there is a lack of engagement or support is not working, hold more formal conversations with parents/carers and be clear about the involvement of the local authority, including potential need for legal intervention if the issues persist.</p> <p>Home visit to be arranged if a child has not been seen within 5 days. If this fails then school to make every attempt to contact parents/carers before discussing with the Assistant Headteacher to report child as "missing in education"</p>